

SECRET

16 June 1971

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : Terminal Report

REFERENCE : Memorandum, Subject: Terminal Report, from
[redacted] Dated 14 May 1971

1. Each of the Offices of the Support Directorate (except the Office of Personnel) reports having met their goal in the Reports Costs Reduction program.

2. In accordance with the reference, the attached format coincides with the sample format which provides; (a) the reporting office, (b) assigned goal, (c) number of reports changed, and (d) the reported dollar savings.

3. Attachments A through H provides the report titles/identification and the control number for each reporting office.

/S/
[redacted]
Reports Coordinator

Attachments: A Through H

DDS/SSS/RAB/[redacted]:mrf

Distribution:

- Orig. & 1 - Addressee
- 1 - SSS Chrono
- 1 - RAB Chrono
- ✓ 1 - Reports Coordinator

GROUP 1
Excluded from automatic
downgrading and
declassification

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